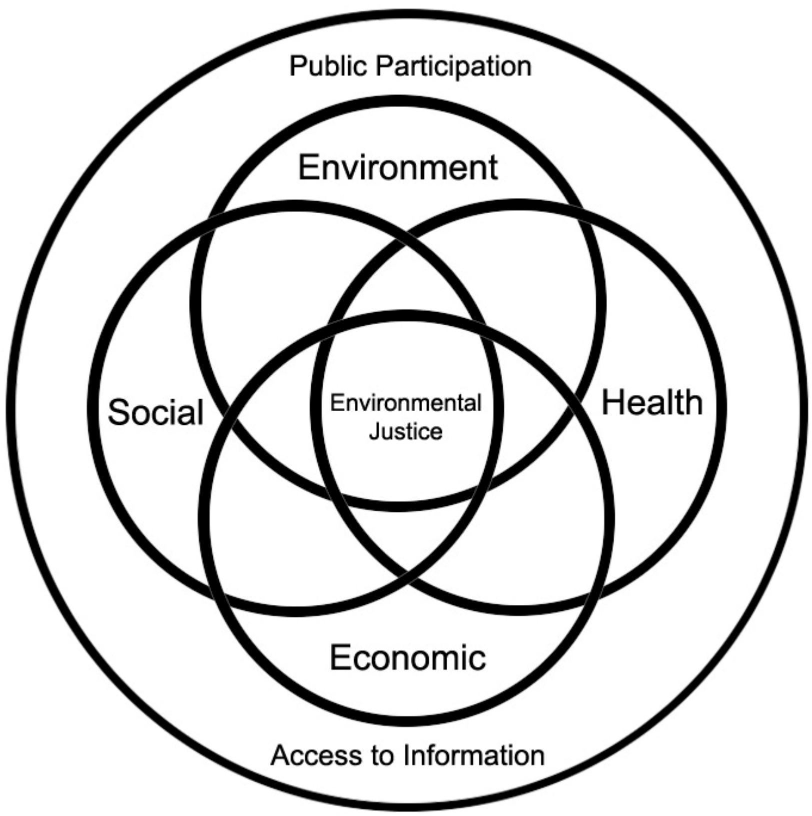
ENVIRONMENTAL JUSTICE COLLABORATIVE PROBLEM-SOLVING COOPERATIVE AGREEMENT PROGRAM

APPLICATION GUIDANCE
JUNE 22, 2006



EPA's Commitment to Environmental Justice

On November 4, 2005, United States Environmental Protection Agency (EPA) Administrator Stephen L. Johnson issued a memorandum reaffirming EPA's commitment to environmental justice for all people, regardless of race, color, national origin, or income. Environmental justice means not only protecting human health and the environment for everyone, but also ensuring that all people are treated fairly and are given the opportunity to participate meaningfully in the development, implementation, and enforcement of environmental laws, regulations, and policies.

Because minority and/or low-income communities frequently may be exposed disproportionately to environmental harms and risks, EPA works to protect these and other burdened communities from adverse human health and environmental effects of its programs, consistent with existing environmental and civil rights laws and regulations, as well as through the implementation of Executive Order 12898 ("Federal Actions to Address Environmental Justice in Minority Populations and/or Low-Income Populations," Feb. 11, 1994).

The memorandum identified eight national environmental justice priorities and directed the integration of environmental justice considerations into EPA's planning and budgeting processes, including into the Agency's Strategic Plan for Fiscal Years 2006-2011. This cooperative agreement program (Program) focuses on one of those eight priorities, which is the use of collaborative problem-solving to address local environmental and/or public health issues. Each remaining priority involves a specific issue, including: (1) reducing asthma attacks; (2) reducing exposure to air toxics; (3) increasing compliance with regulations; (4) reducing the incidence of elevated blood lead levels; (5) ensuring that fish and shellfish are safe to eat; (6) ensuring that water is safe to drink; and (7) revitalizing contaminated sites (please note that this Program cannot be used to fund Brownfields projects).

EPA will continue to fully implement its programs, policies, and activities to ensure that they do not adversely affect populations with critical environmental and/or public health issues, including minority and/or low-income communities.

OVERVIEW (OV) INFORMATION

AGENCY: **U. S. ENVIRONMENTAL PROTECTION AGENCY OFFICE OF ENVIRONMENTAL JUSTICE**

TITLE: **ENVIRONMENTAL JUSTICE COLLABORATIVE PROBLEM-SOLVING COOPERATIVE AGREEMENT PROGRAM**

TYPE: **INITIAL ANNOUNCEMENT**

FUNDING NO.: **EPA-OECA-OEJ-06-03**

CFDA NO: **66.306**

DATES: **ANNOUNCEMENT DATE: June 22, 2006**
CLOSING DATE: October 23, 2006

EXECUTIVE SUMMARY: This is a new Request for Applications (RFA) for the Office of Environmental Justice's (OEJ) national program, the Environmental Justice Collaborative Problem-Solving Model (EJ CPS). An earlier RFA for this program was released, but was later cancelled, because OEJ did not receive enough applications to meet national program objectives. If you applied under the previous RFA, you must submit a new application, because significant changes have been made. Some of the changes include those:

- The definition of "eligible applicant"
- The contents of the application package
- The format of the workplan
- The Threshold Eligibility Criteria

This EJ CPS program is designed to provide funding for eligible applicants so that they can address local environmental and/or public health issues using the EJ CPS Model (See Section I. B. for a detailed explanation of the EJ CPS Model)

Who is eligible under the EJ CPS Program?

An eligible applicant MUST BE either:

(1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service; OR

(2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located.

In addition, an eligible applicant must be able to demonstrate that it has worked directly with, or provided services to, the affected community. An "affected community," for the purposes of this assistance agreement program, is a community that is disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the proposal.

A “non-profit organization,” means any corporation, trust, association, cooperative, or other organization that:

(1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
(2) is not organized primarily for profit; and
(3) uses its net proceeds to maintain, improve, and/or expand its operations.

The focus of this assistance agreement program is to build the capacity of community-based organizations to address environmental and/or public health issues at the local level. Therefore, for this assistance agreement program, the term “non-profit organization” EXCLUDES:

- colleges and universities;
- hospitals;
- state and local governments and federally-recognized Indian tribal governments;
- quasi-governmental entities (*e.g.*, water districts, utilities)*;
- national-, multi-state-, or state-wide- organizations with chapters;
- non-profit organizations that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995; and
- those non-profit organizations which are excluded from coverage under paragraph 5 of OMB Circular A-122 (see OMB Circular A-122, paragraph 5 at http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html

* Generally, a quasi-governmental entity is one that: (1) has a close association with the government agency, but is not considered a part of the government agency; (2) was created by the government agency but is exempt from certain legal and administrative requirements imposed on government agencies; or (3) was not created by the government agency but performs a public purpose and is significantly supported financially by the government agency.

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SECTION I – FUNDING OPPORTUNITY DESCRIPTION

A. DEFINITION OF ENVIRONMENTAL JUSTICE

EPA defines "environmental justice" as the ***fair treatment*** and ***meaningful involvement*** of all people regardless of race, color, national origin or income with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies. ***Fair treatment*** means that no one group of people, including racial, ethnic, or socioeconomic groups, should bear a disproportionate share of the negative environmental consequences resulting from industrial, municipal, and commercial operations or the execution of federal, state, local, and tribal environmental programs and policies. ***Meaningful involvement*** means that: (1) potentially affected community residents have an appropriate opportunity to participate in decisions about a proposed activity that will affect their environment and/or health; (2) the public's contribution can influence the regulatory agency's decision; (3) the concerns of all participants involved will be considered in the decision-making process; and (4) the decision-makers seek out and facilitate the involvement of those potentially affected.

B. BACKGROUND AND ENVIRONMENTAL JUSTICE COLLABORATIVE PROBLEM-SOLVING MODEL

For the first time in 2003, OEJ launched the EJ CPS program. To find out the latest information on the EJ CPS program visit: http://www.epa.gov/compliance/environmentaljustice/grants/ej-cps-grants.html. This website also provides a description of the current projects that have been awarded.

The EJ CPS program requires selected applicants, or recipients, to use the Environmental Justice Collaborative Problem-Solving Model (EJ CPS Model) as part of their projects. The purpose of the EJ CPS Model is to assist affected communities so that they can develop proactive, strategic, and visionary approaches to address their environmental justice issues and to achieve community health and sustainability.

The key elements of the EJ CPS Model are:

- Issue Identification, Visioning, and Strategic Goal-Setting;
- Community Capacity-Building and Leadership Development;

- Development of Multi-Stakeholder Partnerships and Leveraging of Resources;
- Consensus Building and Dispute Resolution;
- Constructive Engagement with Other Stakeholders;
- Sound Management and Implementation; and
- Evaluation.

Below are some key points of each of the EJ CPS Model elements:

Issue Identification, Visioning, and Strategic Goal-Setting

- Involves the affected community early in identifying concerns and crystallizing issues
- Builds on strong understanding of community history, practices, and assets
- Builds on clearly articulated community vision of its goals
- Employs tools for involving affected community residents in visioning and planning (*e.g.*, charettes, forums, workshops)

Community Capacity-Building and Leadership Development

- Builds upon existing organizational capacity within the affected community
- Fosters capacity building through training, mentoring, technical assistance, and resource support
- Ensures capacity building and leadership development of community residents for the future (*e.g.*, youth)

Development of Multi-stakeholder Partnerships and Leveraging Resources

- Ensures clarity of common vision, goals, and objectives among all parties
- Develops a clear, workable organizational structure and workplan that addresses communication and/or coordination issues
- Identifies and recruits partners to leverage resources (*e.g.*, human, institutional, technical, legal, financial, etc.)
- Incorporates new parties as new issues and needs arise

Consensus Building and Dispute Resolution

- Designs processes, both formal and informal, to ensure fair treatment and meaningful participation of all parties
- Institutes processes that promote common vision, goals, and workplans
- Ensures that existing potential conflicts are resolved, when necessary, through use of alternative dispute resolution

Constructive Engagement with Other Stakeholders

- Secures commitments from multiple agencies – federal, state, local, tribal
- Ensures better alignment between community needs and government agency missions

Sound Management and Implementation

- Ensures tangible outcomes and improvements in community conditions
- Institutes appropriate organizational form and work procedures to promote efficient functioning of partnerships
- Produces clear, defined, well-formulated action plans and timelines
- Identifies and builds upon small successes
- Aligns tasks to promote efficient use of time and resources

Evaluation

- Develops an evaluation framework as part of project conception and design
- Incorporates evaluation lessons into ongoing project implementation
- Documents, publishes, and shares success stories and lessons learned
- Develops mechanisms to integrate lessons into future efforts in the same community and apply to other communities

C. QUALIFIED ENVIRONMENTAL STATUTES

The EJ CPS program is designed for **multi-statute environmental and/or public health issues**. Therefore, each project must include activities that are authorized by **two or more** of the following federal environmental statutes. If it is unclear from your workplan whether your project involves two or more of the below statutes, your project will be ineligible.

1) **Clean Water Act**, Section 104(b) (3): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the causes, effects, extent, prevention, reduction, and elimination of water pollution.

2) **Safe Drinking Water Act**, Section 1442(c)(3)(C): develop and expand the capability to carry out a program (that may combine training, education, and employment) for occupations relating to the public health aspects of providing safe drinking water.

3) **Solid Waste Disposal Act**, Section 8001(a): conduct and promote the coordination of research, investigations, experiments, training, demonstration projects, surveys, public education programs, and studies relating to solid waste (*e.g.*, health and welfare effects of exposure to materials present in solid waste and methods to eliminate such effects).

4) **Clean Air Act**, Section 103(b) (3): conduct research, investigations, experiments, demonstration projects, surveys, and studies related to the causes, effects (including health and welfare effects), extent, prevention, and control of air pollution.

5) **Toxic Substances Control Act**, Section 10(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on toxic substances.

6) **Federal Insecticide, Fungicide, and Rodenticide Act,** Section 20(a): conduct research, development, monitoring, public education, training, demonstration projects, and studies on pesticides.

7) **Marine Protection, Research, and Sanctuaries Act**, Section 203: conduct research, investigations, experiments, training, demonstration projects, surveys, and studies relating to the minimizing or ending of ocean dumping of hazardous materials and the development of alternatives to ocean dumping.

D. PROJECT PERFORMANCE MEASURES (OUTPUTS AND OUTCOMES)

“Outputs” are generally activities, efforts, and/or associated work products (*e.g.,* training brochure, community forum) that are produced from your project. “Outcomes” are results, benefits, or impacts that result from your project over time. Outcomes may not necessarily be achieved during the lifetime of your project.

Not only do output and outcome measures help you to measure the effectiveness of your project, they help to measure the effectiveness of EPA's programs as well. For example, EPA must use the outputs and outcomes from your project to gauge the effectiveness of the EJ CPS program. All outputs and outcomes must further the Agency's Strategic Goals. The EJ CPS Program supports progress towards EPA's Strategic Plan http://www.epa.gov/ocfo/plan/plan.htm. For OEJ, all of its programs, including the EJ CPS, must result in Healthy Communities and Ecosystems, found within Goal 4 http://www.epa.gov/ocfo/plan/06_goal4.pdf.

Goal 4: Healthy Communities and Ecosystems
Objective 4.2: Communities
Sub-objective 4.2.2: Restore Community Health

The way to develop outputs and outcomes for your project is through the creation of Project Performance Measures. You will be asked to do this as part of the application. The Project Performance Measures will be used as a tool to track the progress and achievements of your project. In putting together the Project Performance Measures, you should consider the following:

1) How will my project increase the community's understanding of the local and/or public health issue, and improve the community's ability to address it?

An anticipated output may include, but is not limited to:

- Actions which describe the local environmental and/or public health issue

Anticipated outcomes may include, but are not limited to:

- Improvement in the community's ability to collaborate with multiple stakeholders leading to solutions to the local environmental and/or public health issue
- Improvement in the community's awareness of the environmental and/or public health condition
- Greater community capacity to understand and solve environmental and/or public health issues

2) How is my project going to help facilitate collaboration among stakeholders?

Anticipated outputs may include, but are not limited to:

- Development of a technique to ensure that all stakeholders reach consensus during stakeholder meetings
- The number of multi-stakeholder meetings convened and number of participants
- Identification of all potential stakeholders that can have an impact on the environmental and/or public health issues being addressed

Anticipated outcomes include, but are not limited to:

- Improvement in the community's ability to collaborate with multiple stakeholders leading to solutions to the local environmental and/or public health issues
- Increased collaboration through community-based projects
- Greater institutional and community capacity to understand and solve environmental and/or public health issues

3) How will my project improve the local environmental and/or public health condition in the affected community?

Each project will be different, so you should develop outputs and outcomes based on the unique circumstances of the local environmental and/or public health issue within the affected community. However, you may want to consider some of the possible output and outcome measures below in helping you to formulate your own.

Anticipated outputs may include, but are not limited to:

- The number of residents participating in a local mold remediation program to decrease the incidence of asthma from poor in-door air quality
- The number of bus fleets that join a voluntary diesel retro-fit program
- The number of community residents who dispose solid waste in designated waste disposal sites
- The number of residential homes that undergo lead abatement
- The number of residents who fish only on "Safe for Fishing" advisory days
- Development and implementation of best management practices to reduce water pollution

Anticipated outcomes may include, but are not limited to:

- Reduction in the number of children who miss classes due to asthma attacks
- Reduction in the volume of diesel buses routed through the community
- Increase in the number of residents who dispose of solid waste in compliance with city regulations
- Reduction in the number of homes within the community with elevated lead levels
- Reduction in the number of residents who eat contaminated fish and shellfish
- Improvement in the community's water quality

4) How will my project ensure that specific results are sustained and that the affected community has the capacity to address future problems, as necessary?

Anticipated outputs may include, but are not limited to:

- Sustained results in the local environmental and/or public health condition
- Sustained empowerment of the community to continue addressing the local environmental and/or public health issue

Anticipated outcomes may include, but are not limited to:

- Community capacity to initiate collaborative problem-solving in the future, independent of EPA support
- Community capacity to address future disproportionate exposures

E. PARTNERSHIPS

Establishing partnerships from a wide array of different stakeholders is a necessary component of collaborative problem-solving and is an important aspect of the EJ CPS Model. Therefore, one of the requirements under this RFA is to obtain, at a minimum, one signed Memorandum of Agreement (MOA) from one of your partners.

If your project is awarded, you should be aware of your responsibilities under the applicable grant regulations if your project is awarded. The applicable grant regulations under 40 CFR Part 30 can be accessed at: http://www.access.gpo.gov/nara/cfr/waisidx_05/40cfr30_05.html.

Funding may be used to acquire services or fund partnerships, provided the recipient follows procurement and subaward, or subgrant, procedures contained in 40 CFR Parts 30 or 31, as applicable. Successful applicants **MUST** complete contracts for services and products and conduct cost and price analyses to the extent required by these regulations. The regulations also contain limitations on consultant compensation. Applicants are not required to identify contractors or consultants in their proposal. Moreover, the fact that a successful applicant has named a specific contractor or consultant in the proposal EPA approves does not relieve it of its obligations to comply with competitive procurement requirements.

Subgrants or subawards may be used to fund partnerships with non-profit organizations and governmental entities. Successful applicants cannot use subgrants or subawards to avoid requirements in EPA grant regulations for competitive procurement to acquire commercial services or products to carry out its cooperative agreement. For-profit organizations are not eligible subgrant recipients under this announcement. The nature of the transaction between the recipient and the subgrantee must be consistent with the standards for distinguishing between vendor transactions and subrecipient assistance under Subpart B Section 210 of OMB Circular A-133, and the definitions of “subaward” at 40 CFR 30.2(ff) or “subgrant” at 40 CFR 31.3, as applicable. EPA will not be a party to these transactions.

SECTION II – AWARD INFORMATION

A. FUNDING AVAILABILITY AND PROJECT PERIOD

All projects will be funded at exactly $100,000 and will be exactly three years in length.

B. NUMBER OF ANTICIPATED AWARDS

EPA anticipates awarding at least one cooperative agreement in each of EPA's ten regions, subject to the availability of funds and the quality of the applications submitted. Cooperative agreements differ from grants in that cooperative agreements require substantial involvement on the part of EPA. EPA reserves the right to reject all applications and make no awards under this announcement. EPA also reserves the right to make additional awards under this announcement consistent with Agency policy and without further competition. For a listing of EPA's ten regions and the state for which they are responsible, go to Section VII.

SECTION III – ELIGIBILITY INFORMATION

A. ELIGIBLE APPLICANTS BASED ON APPLICABLE CFDA

The applicable Catalog of Federal Domestic Assistance (CFDA) for this program is 66.306. Assistance under this program is only available to the following types of applicants:

An eligible applicant MUST BE either:

(1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service; OR

(2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located.

In addition, an eligible applicant must be able to demonstrate that it has worked directly with, or provided services to, the affected community. An "affected community," for the purposes of this assistance agreement program, is a community that is disproportionately impacted by environmental harms and risks and has a local environmental and/or public health issue that is identified in the proposal.

A "non-profit organization," means any corporation, trust, association, cooperative, or other organization that:

(1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest;
(2) is not organized primarily for profit; and
(3) uses its net proceeds to maintain, improve, and/or expand its operations.

The focus of this assistance agreement program is to build the capacity of community-based organizations to address environmental and/or public health issues at the local level. Therefore, for this assistance agreement program, the term "non-profit organization" EXCLUDES:

- colleges and universities;
- hospitals;
- state and local governments and federally-recognized Indian tribal governments;
- quasi-governmental entities (*e.g.*, water districts, utilities)*;
- national-, multi-state-, or state-wide- organizations with chapters;
- non-profit organizations that engage in lobbying activities as defined in Section 3 of the Lobbying Disclosure Act of 1995; and
- those non-profit organizations which are excluded from coverage under paragraph 5 of OMB Circular A-122 (see OMB Circular A-122, paragraph 5 at http://www.whitehouse.gov/omb/circulars/a122/a122_2004.html

* Generally, a quasi-governmental entity is one that: (1) has a close association with the government agency, but is not considered a part of the government agency; (2) was created by the government agency, but is exempt from certain legal and administrative requirements imposed on government agencies; or (3) was not created by the government agency but performs a public purpose and is significantly supported financially by the government agency.

B. THRESHOLD ELIGIBILITY CRITERIA

Before an application is reviewed by a panel of EPA staff (Review Panel), it must be screened to ensure that the application meets the minimum eligibility requirements, or Threshold Eligibility Criteria. EPA staff will screen all applications using the One-Page Threshold Eligibility Form found in Appendix A. The form will address the following areas:

1) **Applicant Eligibility.** You must be able to demonstrate that you are an eligible applicant as defined in Section III. A.

2) **Qualified Environmental Statutes.** You must have two or more qualified environmental statutes associated with your proposed project. See Section I. C. for more information on the environmental statutes.

3) **Complete Application Package.** You must have a complete application package.

C. COST-SHARING OR MATCHING FUNDS

No cost-sharing or matching is allowed. Your budget must be exactly $100,000.

SECTION IV – APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGE

All required forms and optional templates are available at: http://www.epa.gov/compliance/environmentaljustice/grants/index.html.

You can also receive a hard-copy through a regional or Headquarter (HQ) contact listed in Section VII.

B. CONTENT AND FORM OF APPLICATION SUBMISSION

Applications submitted via U.S. Postal or courier service must contain the original application and two copies. Applications submitted electronically through www.grants.gov DO NOT require two copies. No matter how you submit your application, it MUST include all of the following required forms and documents:

1) One-Page Threshold Eligibility Form (Appendix A)
2) SF-424 Application for Federal Assistance (Appendix B)
3) Key Contacts List EPA Form 5700-54 (Appendix C)
4) Workplan (Optional template is Appendix D)
5) Activity Timeline (Optional template and example in Appendices E and F)
6) Detailed Budget (Optional template and example in Appendices G and H)
7) Resumes of the PI/PM and other key personnel
8) Project Performance Measures (Optional template and example in Appendices I and J)
9) Proof of Non-Profit Status

Below is a detailed description of all the required forms and documents.

1) **One-Page Threshold Eligibility Form (Form is available in Appendix A).** EPA staff will use this form to determine whether or not you meet the minimum eligibility requirements.

The One-Page Threshold Eligibility Form will ask you to address the three areas below.

Applicant Eligibility. You must describe how you:

- Are a non-profit organization as defined in Section III. A.;
- Have worked directly with, or provided services to, the affected community; and
- Do not belong to the list of excluded entities listed in Section III. A.

Qualified Environmental Statutes. Check the qualified environmental statutes associated with your project. You have to have at least two checked.

Required Documents. Check all the required forms and documents that are part of your application package. Make sure to include all items in your complete application package.

2) **SF-424 Application for Federal Assistance, with original signature (Form is available in Appendix B)**. The SF-424 is the official form for all Federal grants and cooperative agreements. It requests basic information about your organization and the proposed project. To complete this form you must provide a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number. You can receive a DUNS number, at no cost, by calling the dedicated toll-free DUNS Number request line at 1-800-627-3867, or visiting the D&B website at: http://www.dnb.com.

3) **Key Contact List, EPA Form 5700-54 (Form is available in Appendix C).**

4) **Workplan (Optional template is available in Appendix D).** The workplan is the most important part of your application package, because it describes your project. Workplans that are focused and succinct usually are stronger than ones that try to address too many issues. The workplan should not exceed 15 typewritten pages. Anything over 15 pages will not be reviewed by the Review Panel. The pages of the workplan should be letter size (8 ½ X 11 inches), single-spaced, with normal type size (10 or 12 characters per inch), and at least 1 inch margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple***. Do not include videos or DVDs.***

The workplan must contain the following components and must be identified by the headings in the exact order as listed below:

I. Project Title and Project Purpose Statement. Provide the following information:

- A title for your project; and
- A summary description of the project.

You are encouraged to develop a project around one of the national environmental justice priorities (see inside front cover, "EPA's Commitment to Environmental Justice"). The project's primary purpose must be to address an existing local environmental and/or public health issue of the affected community.

II. Past Performance in Reporting on Outputs and Outcomes. Provide the following information:

- A list of any Federal or non-Federal projects of similar size, scope, and relevance to the proposed project that you have worked on within the past five (5) years;
- A list of the grant or cooperative agreement number, title of the project, the amount of

funding, funding agency or organization, and point-of-contact;

- A description of how you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements; and
- If you did not make any progress towards achieving the expected outputs and outcomes, describe whether you have documentation and/or reports satisfactorily explaining why.

III. <u>Affected Community and Environmental and/or Public Health Information</u>. Please describe:

- The local environmental and/or public health issue that you seek to address;
- The local environmental and/or public health results your project seeks to achieve;
- The affected community that you work directly with, or provide services to;
- How the affected community is disproportionately impacted by environmental harms and risks; and
- How the affected community will benefit from the results of your project.

You must include relevant information such as demographics, geographic location, maps, community history, and assets.

IV. <u>Organization's Historical Connection to Affected Community</u>. Please describe:

- The history of your organization's involvement with the affected community, including the length of your involvement and how you became involved;
- How you have worked with the affected community's residents and/or organizations to address local environmental and/or public health issues;
- How the affected community's residents and/or organizations have been a part of the decision-making process;
- How your efforts have increased the community's capacity to address local environmental and/or public health issues; and
- How you maintain and sustain an ongoing relationship with the affected community's residents and/or organizations.

V. <u>Organizational Capacity and Programmatic Capability</u>. Please describe:

- How you have successfully managed other projects in the past;
- The organizational and administrative systems (*e.g.*, accounting programs) that you have in place that will be used to appropriately manage, expend, and account for federal funds;

- How you plan to effectively manage and successfully complete this project;
- If you have been a recipient of an EPA and/or other Federal grant/cooperative agreement in the last 5 years, your past performance in meeting reporting requirements (*e.g.*, progress reports, financial status reports), please include name of the Project Officer overseeing the grant/cooperative agreement and the assistance agreement number associated with the project.

VI. **<u>Project Description</u>.** The Project Description demonstrates how well you have incorporated the concepts of the EJ CPS Model into your workplan. As part of your Project Description, please answer all questions under each EJ CPS Model element.

<u>Issue Identification, Visioning, and Strategic Goal-Setting</u>

i) How did you decide on the local environmental and/or public health issue that that you are seeking to address? Please describe:

- The process (*e.g.*, door-to-door visits, focus groups, community meetings) and the information (*e.g.*, scientific and/or community studies, reports, planning documents) that were used to arrive at this issue;
- The process you used to identify groups that can assist you in addressing the issue of concern; and
- The activities the project will undertake to further refine your understanding of this issue.

ii) How did you envision solutions, set goals, and develop problem-solving strategies to address the issue? Please describe:

- The process you used to envision solutions, set goals and develop the problem-solving strategies to achieve those solutions; and
- The larger long-term vision of the community and how your project goals fit into this vision.

<u>Community Capacity-Building and Leadership Development</u>

i) How have you built community capacity and leadership development through educating and involving the community? Please describe:

- What you have done so far to provide information to the community about the identification of the local environmental and/or public health issue of concern;
- How the community is involved in developing and planning project implementation;
- Future activities to further educate and involve the community in addressing the issue of concern; and
- Any barriers to education and meaningful involvement of impacted community residents that you have encountered and how you intend to address them.

Development of Multi-Stakeholder Partnerships and Leveraging of Resources

i) How have you developed your multi-stakeholder partnerships? Please describe:

- The partnership's purpose and how it will address the identified local environmental and/or public health issue;
- The partnership's history, particularly how you identified partners, how it was established, and how this partnership has been led;
- Any training on partnership development;
- How you manage and maintain the partnership;
- How the partnership is connected to the community in which the project is located; and
- Each partner, the nature of the organization, what resources it brings to the partnership, how it has a vested interest in working in this partnership [other than just getting income], what role it will play, commitments made, and specific activities it will be responsible for. At least one of these partners must be the signor of your Memorandum of Agreement.

ii) How do you plan to leverage resources to support this project and on-going efforts? Please describe:

- How your project will lead to an ongoing ability to leverage resources so that your organization can continue to address this and other environmental and/or public issues well after the completion of this cooperative agreement; and
- How you plan to identify potential sources for such resources. Resources are not limited to monetary resources (*e.g.* grants, donations), but can include intellectual capital *(e.g.,* scientific expertise, technical knowledge), volunteer and staff time, and other non-monetary resources.

Consensus Building and Dispute Resolution

i) How do you plan to build stakeholder consensus and work through differences? Please describe:

- Your plans for building consensus around your goals with the community and among key parties [both inside and outside your partnership];
- How you plan to negotiate agreements, if needed, with key parties or to bring about decisions by key parties to further your project goals; and
- How these agreements are part of your problem-solving strategy and how will they help to achieve your project goals.

Constructive Engagement with Other Stakeholder

i) How do you plan to work with other relevant statekholders who are not part of your formal partnership? Please describe:

- Your plans to further engage key stakeholders and recruit new partners who are key in making decisions, taking actions, implementing programs, and/or contributing resources (financial, technical, legal, policy, etc.) in furthering your project goals.

Sound Management and Implementation

i) How do you plan to sustain a functional organization and partnership? Please describe:

- How you, as the lead organization, plan to coordinate tasks, ensure dialogue, strengthen relationships, and build capacity between partners, residents, and stakeholders.

Evaluation

i) How do you plan to use the Project Performance Measures (developed as a separate attachment in Section IV. B. 8) as a tool to strengthen your project? Please describe:

- How the use of the Project Performance Measures will strengthen project conception, planning, and implementation from the outset of the project;
- How the use of the Project Performance Measures will keep the project on course and will identify opportunities and deficiencies that were not foreseen so that you can make necessary changes to the project as early as possible;
- How the Project Performance Measures will help you to determine whether or not you have met all identified targets and milestones; and
- How you will develop lessons learned through this process so that they will be shared with the community and replication of best practices is possible.

VII. Qualifications of the Principal Investigator or Project Manager (PI/PM). Please describe:

- Why the PI/PM is qualified to undertake the project;
- How the PI/PM has ties to the community; and
- Past activities that the PI/PM has worked on with the community.

VIII. Quality Assurance Project Plan (QAPP) Information. Please describe:

- In one or two sentences, whether you believe that your project will involve the use of existing environmental or the collection of new data (use the checklist in Appendix K for making this determination).

You are not required to develop a QAPP at this point, you are only being asked to determine whether or not you will need a QAPP if your project is selected for award. EPA will assist you in developing a QAPP if your project is selected.

5) **Activity Timeline (Optional template and example are available in Appendices E and F)**. Provide a timeline in table format that summarizes the key activities you plan to conduct throughout the three-year project period. For example, if you are going to conduct a water sample collection exercise, specify the major dates for that activity. For timeline dates, you can use January 1, 2007 as an estimated start date or simply use generic time references (*e.g.*, Year One, Month 3).

6) **Detailed Budget (Optional template and example are available in Appendices G and H).** Funds cannot be used for litigation against the federal government or any other government entity, construction, lobbying, matching funds for other federal grants, travel for federal employees, survey development, survey taking, or for human health surveys. Although EPA will assist you in developing a Quality Assurance Project Plan in the event that your project needs a QAPP, there will still be administrative costs that you must allow for and these should be included in your detailed budget.

Detailed Budget. You must include a detailed budget breakdown that does the following:

- Shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs; and
- Itemizes each cost.

7) **Resumes of the Principal Investigator or Project Manager (PI/PM) and Other Key Personnel**. You must attach a resume of the PI/PM and any other key personnel named on the 'Key Contacts List' (see Appendix C EPA Form 5700-54).

8) **Memoranda of Agreement (MOA).** This document is an agreement between you and **<u>each</u>** partner. At a minimum, you must have ONE signed MOA from a partner.

Each MOA should include the following:

- Names of the parties executing the MOA;
- Roles and responsibilities of each signor;
- Location of the project (*e.g.,* urban, rural, river valley);
- Target audience;
- Purpose of the agreement;
- Duration of the agreement; and
- Signatures of the parties to the agreement (applicant and one partner per MOA).

8) **Project Performance Measures (Optional template and example are available in Appendices I and J).** This section must include Baseline Information and Project Performance Measures. Baseline information is basic information gathered before your project begins and will be used as a yardstick in measuring your project's impact. Therefore, it is important that the information you provide is closely related (as possible) to your project's outputs and outcomes. Baseline information may include, but is not limited to, information such as health statistics, current environmental conditions, and community's current level of awareness of the issues.

Baseline Information. Please describe:

- How you plan to obtain baseline information;
- The type of baseline information that you plan to collect; and
- How this baseline information will be useful in measuring your achievement of outputs and outcomes.

Project Performance Measures. Please list and describe:

- **Resources/Inputs.** What resources are you and your partners putting forward to further the project's goals? Resources may include, but are not limited to, staff time, in-kind contributions, and other monetary contributions, etc.
- **Activities.** What activities will you and your partners conduct under your workplan?
- **Outputs and Outcomes.** Describe the outputs and outcomes that will result from your project under the following categories (See Section I. D).
- **External Influences.** Describe the external influences that may impact the success of your project. These external influences may negatively or positively impact your project.

9) **Proof of Non-profit Status.** An eligible applicant must attach the certification that shows it is: (1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service; OR (2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located.

C. SUBMISSION DATES AND TIMES

All completed applications must be submitted by 11:59 pm October 23, 2006. Electronic applications may be submitted through www.grants.gov (see Section IV. K.). E-mailed applications will not be accepted. Late applications will not be accepted. Applications must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59 pm October 23, 2006 and sent to the below address:

Courier/Delivered Address	U.S. Postal Service Address
Ayako Sato U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2232E Washington, DC 20004 Phone: 202-564-5396 E-Mail: sato.ayako@epa.gov	Ayako Sato U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-5396 E-Mail: sato.ayako@epa.gov

D. INTERGOVERNMENTAL REVIEW

All applications submitted are subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." Applicants should contact their State's Single Point of Contact (SPOC) to find out how to comply with the State's process. The names and addresses of the SPOC's are listed in the Office of Management Budget's website: http://www.whitehouse.gov/omb/grants/spoc.html.

You should submit your application to your SPOC <u>at the same time</u> as you submit your application to the EPA in order to prevent delay. The intergovernmental review process can be lengthy, so it is encouraged that applicants submit application packages to their designated SPOCs as early as possible.

E. FUNDING RESTRICTIONS

EPA cooperative agreement funds can only be used for the purposes set forth in the cooperative agreement and must be consistent with the statutory authorities for the award. You cannot use EPA funds for the following activities:

- Litigation against the federal government or any other government entity;
- Construction;
- Lobbying;
- Matching funds for other federal grants;
- Travel for federal employees;
- Survey development or survey taking (soliciting identical information from 10 or more persons); or
- Human health studies (taking blood or other information from humans).

If your budget includes any of the above activities, you will receive a "zero" under the Ranking Criterion, "Budget Detail."

F. OTHER SUBMISSION REQUIREMENTS

The workplan should not exceed 15 typewritten pages. Anything over 15 pages will not be reviewed by the Review Panel. The pages of the workplan should be letter size (8 ½ X 11 inches), single-spaced, with normal type size (10 or 12 characters per inch), and at least 1 inch margins. There will be no penalty for using a different page size or font type, but it is **strongly discouraged**. Do not use spiral binding, separation tabs, or plastic covers. You may bind your paperwork with a staple***. Do not include videos or DVDs.***

Consequences of Not Following Submission Requirements

Applications will **NOT** be reviewed and scored if the application:

- Is submitted after October 23, 2006, the RFA closing date; or
- Does not meet the Threshold Evaluation Criteria (See Section III. B. and V. A. 1).

Applications will receive a score of "zero" under the following Ranking Criteria:

- "Detailed Budget" if the budget contains any restricted costs listed in Section IV. E "Funding Restrictions."

G. TREATMENT OF LATE APPLICATIONS

Applications that are not post-marked by the U.S. Postal Service, date-stamped by courier service, or submitted electronically through www.grants.gov by 11:59 pm October 23, 2006, will not be considered for award.

H. PROGRAMMATIC CAPABILITY RANKING CRITERIA

Applicants will be required to submit information relating to the programmatic capability criteria to be evaluated under the ranking factor in Section V. A. 2, "Organizational Capacity and Programmatic Capability." In evaluating an applicant for programmatic capability purposes under the relevant ranking factor, EPA will consider information provided by the applicant and may consider information from other sources including Agency files.

I. CONFIDENTIAL BUSINESS INFORMATION

In accordance with 40 CFR 2.203, applicants may claim all or a portion of their application as confidential business information. EPA will evaluate confidentiality claims in accordance with 40 CFR Part 2. Applicants must clearly mark applications or portions of applications they claim as confidential. If no claim of confidentiality is made, EPA is not required to make the inquiry to the applicant otherwise required by 40 CFR 2.204(c)(2) prior to disclosure.

J. PRE-APPLICATION ASSISTANCE

Applicants are invited to participate in conference calls with EPA to address questions about the EJ CPS Program. The following are the conference call dates and times. Please send an e-mail to moore.rosa@epa.gov and provide the following information: (1) your name; (2)

the name of your organization; (3) the address of your organization; (4) your phone number; and (5) the preferred date for the call. If you cannot reply by e-mail, you can also register by calling the toll-free number 1-800-962-6215.

Call Order	Date	Time (Eastern)
Call #1	July 11, 2006	2:30 p.m. – 3:30 p.m.
Call #2	July 25, 2006	2:30 p.m. – 3:30 p.m.
Call#3	August 15, 2006	2:30 p.m. – 3:30 p.m.
Call #4	August 29, 2006	2:30 p.m. – 3:30 p.m.
Call #5	September 12, 2006	2:30 p.m. – 3:30 p.m.
Call #6	September 26, 2006	2:30 p.m. – 3:30 p.m.
Call #7	October 12, 2006	2:30 p.m. – 3:30 p.m.

K. ELECTRONIC SUBMISSION PROCEDURES

You may submit your application through www.grants.gov but it is NOT a requirement.

If you elect to submit your application through www.grants.gov, please follow the directions below. Please be aware that you must register several weeks in advance before you actually can submit your application electronically.

1) General Application Instructions

The electronic submission of your application must be made by an official representative of your institution who is registered with Grants.gov and is authorized to sign applications for Federal assistance. For more information, go to http://www.grants.gov and click on "Get Started," and then click on "For AORs"(Authorized Organization Representative) on the left side of the page. *Note that the registration process may take a week or longer to complete.* If your organization is not currently registered with Grants.gov, please encourage your office to designate an AOR and ask that individual to begin the registration process as soon as possible.

To begin the application process for this grant program, go to http://www.grants.gov and click on the "Apply for Grants" tab at the top of the page. Then click on "Apply Step 1: Download a Grant Application Package and Application Instructions" to download the PureEdge viewer and obtain the application package for the announcement (https://apply.grants.gov/forms_apps_idx.html). To download the PureEdge viewer click on the "PureEdge Viewer" link. Once you have downloaded the viewer, you may retrieve the application package by entering the Funding Opportunity Number, EPA-OECA-OEJ-06-03, or the CFDA number 66.306, that applies to the announcement, in the appropriate field. You may also be able to access the application package by clicking on the button "How To Apply" at the top right of the synopsis page for this announcement on http://www.grants.gov (to find the synopsis page go to http://www.grants.gov and click on the "Find Grant Opportunities" button on the top of the page and then to go EPA opportunities).

Application Submission Deadline: Your organization's AOR must submit your complete application electronically to EPA through Grants.gov (http://www.grants.gov) no later than 11:59 pm October 23, 2006.

Please submit *all* of the proposal/application materials described below. To view the full funding announcement, go to http://www.epa.gov/compliance/environmentaljustice/index.html or go to http://www.grants.gov and click on "Find Grant Opportunities" at the top of the page and then click on "Browse by Agency" and select Environmental Protection Agency.

2) Proposal/Application Materials

The following forms and documents are required to be submitted under this announcement:

a) Application Forms (SF-424 Application for Federal Assistance and Key Contacts List)
b) Workplan
c) Other Required Documents (One-page Threshold Eligibility Form, Activity Timeline, Detailed Budget, Resumes of PI/PM and Other Key Personnel, Memoranda of Agreement, and Proof of Non-profit Status)

The proposal/application package *must* include all of the following materials:

a) Application Forms

i) Standard Form (SF) 424, Application for Federal Assistance. Complete the form. There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF 424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.

ii) Key Contact List. Complete the form. There are no attachments.

Documents should appear in the "Mandatory Documents" box on the Grants.gov Grant Application Package page.

For these documents, click on the appropriate form and then click "Open Form" below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click "Save." When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says, "Move Form to Submission List." This action will move the document over to the box that says, "Mandatory Completed Documents for Submission."

b) Workplan

The document should be readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows and consolidated into a single file.

You must follow all the instructions under Section IV. B. 4, "Workplan," of this proposal. If you do not carefully follow the instructions or if you fail to address any required element in the workplan, it may impact your ability to secure an award under this Program.

For your workplan, you will need to attach an electronic file. Prepare your narrative proposal as described above in Section IV. B. 4 and save the document to your computer as an MS Word, PDF or WordPerfect file. When you are ready to attach your proposal to the application package, click on “Project Narrative Attachment Form,” and open the form. Click “Add Mandatory Project Narrative File,” and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click “View Mandatory Project Narrative File” to view it. Enter a brief descriptive title of your project in the space beside “Mandatory Project Narrative File Filename;” the filename should be no more than 40 characters long. If there other attachments that you would like to submit to accompany your proposal, you may click “Add Optional Project Narrative File” and proceed as before. When you have finished attaching the necessary documents, click “Close Form.” When you return to the “Grant Application Package” page, select the “Project Narrative Attachment Form” and click “Move Form to Submission List.” The form should now appear in the box that says, “Mandatory Completed Documents for Submission.”

c) Other Required Documents

i) **One-Page Threshold Eligibility Form.** The One-Page Threshold Eligibility Form can be found in Appendix A. Complete this form. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document “One Page,” and submit it under “Other Attachments Form.”

ii) **Activity Timeline.** Provide a timeline in table format for your implementation targets. This section should simply summarize the key activities you plan to conduct throughout the three-year project period. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document “Activity Timeline,” and submit it under “Other Attachments Form.”

iii) **Detailed Budget.** You must include a detailed budget breakdown that shows how the funds will be specifically used in terms of personnel, fringe benefits, travel, equipment, supplies, contractor costs, other costs, and indirect costs. All costs must be itemized (see Appendices G and H). Your budget should be broken down for each year of your project. This document must be in readable in PDF, MS Word or Word Perfect WP6/7/8 for Windows. Label this document “Detailed Budget,” and submit it under “Other Attachments Form.”

iv) **Resumes of the Principal Investigator or Project Manager (PI/PM) and Other Key Personnel**. You must attach a resume of the PI/PM and any other key personnel named on the ‘Key Contacts List.’ Consolidate all resumes into one document, label this document “Resumes,” and submit it under “Other Attachments Form.”

v) **Memoranda of Agreement (MOA).** You must include at least one signed MOA from a partner. Consolidate all MOAs into one document, label this document “MOA,” and submit it under “Other Attachments Form.”

vi) **Project Performance Measures.** You must include: (1) baseline information; and (2) Project Performance Measures specific to your project. Label this document “Performance Measures,” and submit it under “Other Attachments Form.”

vii) **Proof of Non-profit Status.** An eligible applicant must be either: (1) a 501(c)(3) non-profit organization as designated by the Internal Revenue Service; OR (2) a non-profit organization, recognized by the state, territory, commonwealth, or tribe in which it is located. Scan your proof of non-profit status, label this document, "Nonprofit," and submit it under "Other Attachments Form."

Once you have finished filling out all of the forms/attachments and they appear in one of the "Completed Documents for Submission" boxes, click the "Save" button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: "Applicant Name – FY06 – Assoc Prog Supp – 1st Submission" or "Applicant Name – FY 06 Assoc Prog Supp – Back-up Submission." If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to "Applicant Name – FY06 Assoc Prog Supp – 2nd Submission."

Once your application package has been completed and saved, send it to your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the "Application Filing Name" box, your AOR should enter your organization's name (abbreviate where possible), the fiscal year (*e.g.*, FY06), and the grant category (*e.g.*, Assoc Prog Supp). The filing name should not exceed 40 characters. From the "Grant Application Package" page, your AOR may submit the application package by clicking the "Submit" button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov, or contact Ayako Sato at 202-564-5936 or email at sato.ayako@epa.gov.

Application packages submitted thru grants.gov will be time/date stamped electronically.

If you have not received a confirmation of receipt from EPA (*not from* support@grant.gov) within 30 days of the application deadline, please contact **Ayako Sato.** Failure to do so may result in your application not being reviewed.

SECTION V – APPLICATION REVIEW INFORMATION

A. CRITERIA

1) **Threshold Evaluation Criteria.** Before an application is reviewed by a panel of EPA staff (Review Panel), it must be screened to ensure that the application meets the minimum eligibility requirements, or Threshold Eligibility Criteria. EPA staff will screen all applications using the One-Page Threshold Eligibility Form found in Appendix A and will check for the following:

- **Applicant Eligibility.** You must be able to demonstrate that you are an eligible applicant as defined in Section III. A.
- **Qualified Environmental Statutes.** You must have two or more qualified environmental statutes associated with your proposed project. See Section I. C. for more information on the environmental statutes.
- **Complete Application Package.** You must submit all required forms and documents.

2) Ranking Criteria. Applications meeting the Threshold Evaluation Criteria will be reviewed and scored by the Review Panel. Each criterion has corresponding points that range from 5 points (lowest) to 30 points (highest). Your score for each criterion will be based on how well you address each criterion. The maximum total points you can obtain is 100. Please note that certain sections are given greater weight than others. The application will be scored on the following Ranking Criteria:

Criterion	Maximum Points per Criterion
Past Performance in Reporting on Outputs and Outcomes. You will be evaluated on how well you have demonstrated prior experience in reporting outputs and outcomes. This will be determined through your description of how you have documented and/or reported on progress towards achieving the expected outputs and outcomes under prior and/or current assistance agreements, and if you did not make such progress towards achieving the expected outputs and outcomes, whether the documentation and/or reports satisfactorily explain why not. In evaluating this criterion, the Agency will consider the information you supplied in the proposal, and may also consider relevant information from other sources including Agency files and prior/current grantors. If you do not have prior experience reporting outputs and outcomes, you will receive a neutral score of 2 points for this criterion.	**5 points total**
Community and Environmental and/or Public Health Information. You will be evaluated on your ability to clearly describe the local environmental and/or public health issue you propose to address and the community that is impacted. This will be determined through your description of the following areas: **Group One – 5 points for (1) – (2)** (1) the local environmental and/or public health issue that you seek to address; (2) the local environmental and/or public health results your project seeks to achieve; **Group Two – 10 points for (3) – (5)** (3) the affected community that you work directly with, or provide services to; (4) how the affected community is disproportionately impacted by environmental harms and risks; and (5) how the affected community will benefit from your project's intended local environmental and/or public health results. You must include relevant information, such as demographics, geographic location, maps, community history, and community assets.	**15 points total**

Organization's Historical Connection to Affected Community. You will be evaluated on your ability to demonstrate a strong connection between your organization and the affected community. In scoring this section, Reviewers will consider the strength of the organization's historical involvement with the affected community and the on-going communications between you and the affected community residents and/or organizations. In addition, Reviewers will consider the extent of the affected community's active participation in the project and in the decision-making process. This will be determined through your description of the following areas: (1) history of your organization's involvement with the affected community, including duration of involvement and circumstances that led to your involvement; (2) how you have worked with the affected community's residents and/or organizations to address local environmental and/or public health issues; (3) how the affected community's residents and/or organizations have been part of the decision-making process; (4) how your efforts have led to increased capacity on the part of the affected community to address local environmental and/or public health issues; and (5) how you maintain and sustain an ongoing relationship with the affected community's residents and/or organizations.	**20 points total** 4 points each for items (1)-(5)
Organizational Capacity and Programmatic Capability. You will be evaluated on your ability to demonstrate how your organization has the organizational capacity and programmatic capability to undertake this project. In evaluating your organization for programmatic capability purposes under this criterion, OEJ will consider information provided by you and may consider information from other sources, including Agency files. Applicants who have no relevant or available past performance reporting will receive a neutral score for this factor. A neutral score in this case is 2 points.	**5 points total**
Project Description. Reviewers will consider how thoroughly and clearly you address each section and will consider how realistic your project description is in addressing the identified local environmental and/or public health issue. The Reviewers will give more consideration to a write-up that is focused and succinct and one that does not address too many issues. You will be evaluated on the clarity of your write-up in addressing the following areas: **Group One – 10 points for items (1) – (3)** (1) Issue Identification, Visioning, and Strategic Goal-Setting; (2) Community Capacity-Building and Leadership Development; (3) Development of Multi-Stakeholder Partnerships and Leveraging of Resources; **Group Two – 10 points for items (4) – (5)** (1) Consensus Building and Dispute Resolution; (2) Development of Multi-Stakeholder Partnerships and Leveraging of Resources; **Group Three – 10 points for items (6) – (7)** (1) Sound Management and Implementation; and (2) Evaluation.	**30 points total**
Qualifications of Principal Investigator/Project Manager. You will be evaluated on your ability to clearly demonstrate that the PI/PM selected to lead this project is the most qualified. This will be determined through your description of: (1) why the PI/PM is qualified to undertake the project; (2) how the PI/PM has ties to the community; and (3) past activities that the PI/PM has worked on with the community.	**5 points total**
Activity Timeline. You will be evaluated on your ability to identify specific implementation target dates for all of the proposed activities in your project.	**5 points total**

Detailed Budget. You will be evaluated on the reasonableness of the costs and how the budget relates to the activities under the project. You will receive a score of "zero" for this criterion if you include costs that are restricted under Section IV. E "Funding Restrictions."	**5 points total**
Project Performance Measures. You will be evaluated on your ability to formulate clearly thought-out project performance measures and how effective these performance measures will be in tracking the local environmental and/or public health results using output and outcome measures. This will be determined through your description of: (1) baseline information; and (2) Project Performance Measures.	**10 points total** 5 points each for items (1)-(2)
Total Maximum Points Available	**100**

B. REVIEW AND SELECTION PROCESS

All applications will be reviewed and scored under a two-step process.

1) **Threshold Screening Process.** All applications will be screened in Headquarters (HQ) to ensure that the application meets the conditions of Threshold Eligibility Criteria (see Section III. B and V. A. 1). The screeners will rely on the One-page Threshold Eligibility Form in conducting their review.

2) **Panel Review Process.** All applications that make it through the Threshold Screening Process will be distributed to the EPA region with responsibility for the state in which the project is located. For a listing of EPA's ten regions and the state for which they are responsible, go to Section VII. Each Region will designate three regional reviewers to review the applications. OEJ will designate three HQ reviewers to sit on all ten panels, evaluating the applications for all of the Regions. Therefore, a panel of six reviewers will review, score, and rank the applications for each Region. The rank list from each Region will be sent to the OEJ Selection Official for final selection.

C. ANTICIPATED ANNOUNCEMENTS AND AWARD DATES

Below is a tentative schedule of important dates for the EJ CPS Program, and dates are subject to change.

Date	Activity
June 22, 2006	June 22, 2006 EJCPS Program is announced and published.
June 22-October 23, 2006	Eligible applicants develop, complete and submit their applications.
See Table of Scheduled Calls	Pre-application assistance in the form of joint OEJ/Regional conference calls will be made.

October 23, 2006	Applications must be date stamped by courier service or postmarked by U.S. Postal Service by 11:59pm October 23, 2006. Electronic Submissions through Grants.gov must be done by 11:59pm October 23, 2006
October 24-November 15, 2006	All applications received on or before the closing date will be screened for Threshold Eligibility.
November 15-30, 2006	Letters to ineligible applicants will be sent, explaining the reason(s) for ineligibility.
December 15, 2006	Ineligible applicants must request a debriefing of reason(s) for eligibility by 11:59pm December 15, 2006.
December 15, 2006 – January 15, 2007	EPA reviews, scores, and ranks all eligible applications.
February 15, 2007	The OEJ Selection Official will make final selections for award. All applicants will be notified of the results of the selection by mail.
March 1, 2007	The OEJ Director will release the national announcement of the recipients.

SECTION VI – AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

After all applications are received, acknowledgments will be mailed to applicants. Once applications have been recommended for funding, the EPA will notify the finalists and request any additional information necessary to complete the award process. The finalists will be required to complete additional government application forms prior to receiving a cooperative agreement, such as the EPA Form SF-424B (Assurances - Non-Construction Programs) and EPA Form 5700-49, the Certification Regarding Debarment, Suspension, and Other Responsibility Matters. The federal government requires all grantees to certify and assure that they will comply with all applicable federal laws, regulations, and requirements.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

A listing and description of general EPA regulations applicable to the award of assistance agreements may be viewed at: http://www.epa.gov/ogd/grants/regulations.htm.

C. REPORTING

1) **Semi-Annual Reports**: The Project Manager/Principal Investigator will be required to submit semi-annual reports to update the OEJ Project Officer and/or Technical Advisor on the project's progress.

3) **Monthly Conference Calls**: The Project Manager/Principal Investigator will confer on a monthly basis with the OEJ Project Officer and/or Technical Advisor identified as the technical contact.

4) **Final Report Requirement**: The Project Manager/Principal Investigator must submit a Final Technical Report for EPA approval within ninety (90) days of the end of the project period. A draft of this report should be submitted within sixty (60) days of the end of the project period. A Financial Status Report is also required and will be described in the award agreement document. The EPA will collect, review, and disseminate those final reports that can serve as models for future projects.

D. DISPUTE RESOLUTION

Any applicant deemed ineligible because its application did not meet the conditions required under the Threshold Eligibility Criteria (see Section III. B and Section V. A. 1.) will be notified of the reason for ineligibility no later than 15 calendar days from the date of completion of the Threshold Eligibility Review. The applicant will have **15 calendar** days from the date of the notification to request a debriefing on the decision. Responses can be via e-mail, postal, or courier but must be dated with the **15 calendar** day period for dispute resolution.

Assistance agreement competition-related disputes will be resolved in accordance with the dispute resolution procedures published in 70 *Fed. Reg.* (*Federal Register*) 3629, 3630 (January 26, 2005), which can be found at:
http://a257.g.akamaitech.net/7/257/2422/01jan20051800/edocket.access.gpo.gov/2005/05-1371.htm

E. NON-PROFIT AWARD ADMINISTRATIVE CAPABILITY

Applicants that are recommended for funding will be subject to pre-award administrative capability reviews consistent with Sections 8.b, 8.c, and 9.d of EPA Order 5700.8.

SECTION VII – AGENCY CONTACTS

For further information about this **program** contact: Ayako Sato (Mail Code 2201A), U.S. Environmental Protection Agency/Office of Environmental Justice, 1200 Pennsylvania Ave., Washington, DC 20460. Phone (202) 564-5396; Fax (202) 202-501-0740; or e-mail sato.ayako@epa.gov.

Please see below table for delivery address for applications:

Courier/Delivered Address	U.S. Postal Service Address
Ayako Sato U.S. EPA/Office of Environmental Justice 1200 Pennsylvania Avenue NW, Room 2232E Washington, DC 20004 Phone: 202-564-5396 E-Mail: sato.ayako@epa.gov	Ayako Sato U.S. EPA/Office of Environmental Justice Mail Code 2201A Washington, DC 20460 Phone: 202-564-5396 E-Mail: sato.ayako@epa.gov

Please see below table for regional contact information:

Region	Contact Information
Region I: Connecticut Maine Massachusetts New Hampshire Rhode Island Vermont	USEPA Region 1 (RAA) One Congress Street - 11th Floor Boston, MA 02203-0001 **Primary Contact:** Davina Wysin (617) 918-1020 wysin.davina@epa.gov **Secondary Contact:** Sires Rivers (617) 918-1068 rivers.sires@epa.gov
Region 2: New Jersey New York Puerto Rico U.S. Virgin Islands	USEPA Region 2 290 Broadway, 26th Floor New York, NY 1007 **Primary Contact:** Terry Wesley (212) 637-5027 Wesley.terry@epa.gov **Secondary Contact:** Tasha Frazier (212) 637-3861 Frazier.tasha@epa.gov

Region 3: Delaware District of Columbia Maryland Pennsylvania Virginia West Virginia	USEPA Region 3 (3DA00) 1650 Arch Street Philadelphia, PA 19103-2029 **Primary Contact:** Reginald Harris (215) 814-2988 Harris.reggie@epa.gov
Region 4: Alabama Florida Georgia Kentucky Mississippi North Carolina South Carolina Tennessee	USEPA Region 4 61 Forsyth Street Atlanta, GA 30303-8960 **Primary Contact:** Elvie Barlow (404) 562-9650 Barlow.elvie@epa.gov **Secondary Contact:** Ella Mclendon (404) 562-8316 Mclendon.ella@epa.gov
Region 5: Illinois Indiana Michigan Minnesota Ohio Wisconsin	USEPA Region 5 (DM7J) 77 West Jackson Boulevard Chicago, IL 60604-3507 **Primary Contact:** Karla Owens (312) 886-5993 Owens.karla@epa.gov
Region 6: Arkansas Louisiana New Mexico Oklahoma Texas	USEPA Region 6 Fountain Place, 13th Floor 1445 Ross Avenue (RA-D) **Primary Contact:** Shirley Quinones (214) 665-2713 Quinines.shirley@epa.gov
Region 7: Iowa Kansas Missouri Nebraska	USEPA Region 7 901 North 5th Street (RGAD/ECO) Kansas City, KS 66101 **Primary Contact:** Althea Moses (913) 551-7649 Moses.althea@epa.gov

Region 8: Colorado Montana North Dakota South Dakota Utah Wyoming	USEPA Region 8 (8ENF-EJ) 999 18th Street, Suite 300 Denver, CO 80202-2466 **Primary Contact:** Nancy Reish (303) 312-6040 Reish.nancy@epa.gov **Secondary Contact:** Jean Belille (303) 312-6556 Belille.jean@epa.gov
Region 9: Arizona California Hawaii Nevada American Samoa Guam	USEPA Region 9 CED-1 75 Hawthorne Street San Francisco, CA 94105 **Primary Contact:** Karen Henry (415) 972-3844 Henry.karen@epa.gov
Region 10: Alaska Idaho Oregon Washington	USEPA Region 10 (CRE-164) 1200 Sixth Avenue Seattle, WA 98101 **Primary Contact:** Running Grass (206)553-2899 Grass.running@epa.gov

SECTION VIII – OTHER INFORMATION

See Appendices

APPENDIX A

EJ CPS One-page Threshold Eligibility Form

This form will be used to determine if you meet all the eligibility requirements. You must address the following areas:

1) **Applicant Eligibility.** You must describe how you: (1) are a non-profit organization as defined in Section III.A; (2) have worked directly with, or provided services to, the affected community; and (3) do not belong to the list of excluded entities in Section III. A.

2) **Qualified Environmental Statutes.** List the qualified environmental statutes that are relevant to your project. You must have two or more qualified environmental statutes associated with your project.

- Clean Water Act, Section 104(b) (3) .... ☐
- Safe Drinking Water Act, Section 1442(c)(3)(C) .... ☐
- Solid Waste Disposal Act, Section 8001(a).. ☐
- Clean Air Act, Section 103(b) (3) .... ☐
- Toxic Substances Control Act, Section 10(a).. ☐
- Federal Insecticide, Fungicide, and Rodenticide Act, Section 20(a).. ☐
- Marine Protection, Research, and Sanctuaries Act, Section 203 .... ☐

3) **Required Documents.** Use this checklist to ensure that you have submitted all required documents. You must submit all the items below.

- One-Page Threshold Eligibility Form .... ☐
- SF 424, Application for Federal Assistance (Form in Appendix B) .... ☐
- Key Contacts Form (Form in Appendix C) .... ☐
- Workplan (Optional template in Appendix D).. ☐
- Activity Timeline (Optional template and example in Appendices E and F).. ☐
- Detailed Budget (Optional template and example in Appendices G and H) .... ☐
- Resumes of the PI/PM and Other Key Personnel.. ☐
- Memoranda of Agreement (Must have at least one).. ☐
- Project Performance Measures (Optional template in Appendices I and J).. ☐
- Proof of Nonprofit Status.. ☐

APPENDIX B

Version 7/03

APPLICATION FOR FEDERAL ASSISTANCE		2. DATE SUBMITTED	Applicant Identifier
1. TYPE OF SUBMISSION: Application ☐ Construction ☐ Non-Construction	Pre-application ☐ Construction ☐ Non-Construction	3. DATE RECEIVED BY STATE	State Application Identifier
		4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION			
Legal Name:		Organizational Unit: Department:	
Organizational DUNS:		Division:	
Address:		Name and telephone number of person to be contacted on matters involving this application (give area code)	
Street:		Prefix:	First Name:
City:		Middle Name:	
County:		Last Name:	
State:	Zip Code:	Suffix:	
Country:		Email:	
6. EMPLOYER IDENTIFICATION NUMBER (EIN): ☐☐-☐☐☐☐☐☐☐		Phone Number (give area code)	Fax Number (give area code)
8. TYPE OF APPLICATION: ☐ New ☐ Continuation ☐ Revision If Revision, enter appropriate letter(s) in box(es) (See back of form for description of letters.) ☐ ☐ Other (specify)		7. TYPE OF APPLICANT: (See back of form for Application Types) Other (specify) 9. NAME OF FEDERAL AGENCY:	
10 CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: ☐☐-☐☐☐ TITLE (Name of Program):		11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:	
12. AREAS AFFECTED BY PROJECT (Cities, Counties, States, etc):			
13. PROPOSED PROJECT		14. CONGRESSIONAL DISTRICTS OF:	
Start Date:	Ending Date:	a. Applicant	b. Project
15. ESTIMATED FUNDING:		16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?	
a. Federal	$	a. Yes ☐ THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON DATE: b. No ☐ PROGRAM IS NOT COVERED BY E. O. 12372 ☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW	
b. Applicant	$		
c. State	$		
d. Local	$		
e. Other	$		
f. Program Income	$	17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? ☐ Yes If "Yes" attach an explanation. ☐ No	
g. TOTAL	$		

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED.		
a. Authorized Representative		
Prefix	First Name	Middle Name
Last Name		Suffix
b. Title		c. Telephone Number (give area code)
d. Signature of Authorized Representative		e. Date Signed

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2003)
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A-102

Standard Form 424 (Rev. 9-

Prescribed by OMB Circular

INSTRUCTIONS FOR THE SF-424

Public reporting burden for this collection of information is estimated to average 45 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0043), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET, SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

This is a standard form used by applicants as a required face sheet for pre-applications and applications submitted for Federal assistance. It will be used by Federal agencies to obtain applicant certification that States which have established a review and comment procedure in response to Executive Order 12372 and have selected the program to be included in their process, have been given an opportunity to review the applicant's submission.

Item:	Entry:	Item:	Entry:
1.	Select Type of Submission.	11.	Enter a brief descriptive title of the project. If more than one program is involved, you should append an explanation on a separate sheet. If appropriate (*e.g.*, construction or real property projects), attach a map showing project location. For preapplications, use a separate sheet to provide a summary description of this project.
2.	Date application submitted to Federal agency (or State if applicable) and applicant's control number (if applicable)	12.	List only the largest political entities affected (*e.g.*, State, counties, cities).
3.	State use only (if applicable).	13.	Enter the proposed start date and end date of the project.
4.	Enter Date Received by Federal Agency Federal identifier number: If this application is a continuation or revision to an existing award, enter the present Federal Identifier number. If for a new project, leave blank.	14.	List the applicant's Congressional District and any District(s) affected by the program or project
5.	Enter legal name of applicant, name of primary organizational unit (including division, if applicable), which will undertake the assistance activity, enter the organization's DUNS number (received from Dun and Bradstreet), enter the complete address of the applicant (including country), and name, telephone number, e-mail and fax of the person to contact on matters related to this application.	15.	Amount requested or to be contributed during the first funding/budget period by each contributor. Value of in kind contributions should be included on appropriate lines as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses. If both basic and supplemental amounts are included, show breakdown on an attached sheet. For multiple program funding, use totals and show breakdown using same categories as item 15.
6.	Enter Employer Identification Number (EIN) as assigned by the Internal Revenue Service.	16.	Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process.
7.	Select the appropriate letter in the space provided. A. State B. County C. Municipal D. Township E. Interstate F. Intermunicipal G. Special District H. Independent School District I. State Controlled Institution of Higher Learning J. Private University K. Indian Tribe L. Individual M. Profit Organization N. Other (Specify) O. Not for Profit Organization	17.	This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include delinquent audit disallowances, loans and taxes.
8.	Select the type from the following list: • "New" means a new assistance award. • "Continuation" means an extension for an additional funding/budget period for a project with a projected completion date. • "Revision" means any change in the Federal Government's financial obligation or contingent liability from an existing obligation. If a revision enter the appropriate letter: A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration	18.	To be signed by the authorized representative of the applicant. A copy of the governing body's authorization for you to sign this application as official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)
9.	Name of Federal agency from which assistance is being requested with this application.		
10.	Use the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested.		

SF-424 (Rev. 7-97) Back

Form Approved OMB No:2030-0020 Approval Expires 12/3/02

KEY CONTACTS FORM

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: ____
Title: ____
Complete Address: ______________________________________
____
Phone Number: ____

Payee: *Individual authorized to accept payments.*

Name: ____
Title: ____
Mail Address: ____
____
Phone Number: ____

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: ____
Title: ____
Mailing Address: ____
____
Phone Number: ____
FAX Number: ____
E-Mail Address: ____

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: ____
Title: ____
Mailing Address: ____
____
Phone Number: ____
FAX Number: ____
E-Mail Address: ____
Web URL: ____

EPA Form 5700-54 (Rev 4-02)

APPENDIX D

EJ CPS Workplan Template (optional)

I. Project Title and Project Purpose Statement

[ADD NARRATIVE HERE]

II. Past Performance in Reporting on Outputs and Outcomes

[ADD NARRATIVE HERE]

III. Affected Community and Environmental and/or Public Health Information

[ADD NARRATIVE HERE]

IV. Organization's Historical Connection to Affected Community

[ADD NARRATIVE HERE]

V. Organizational Capacity and Programmatic Capability

[ADD NARRATIVE HERE]

VI. Project Description

<u>Issue Identification, Visioning, and Strategic Goal-Setting</u>

i) [ADD NARRATIVE HERE]
ii) [ADD NARRATIVE HERE]

<u>Community Capacity-Building and Leadership Development</u>

i) [ADD NARRATIVE HERE]

<u>Development of Multi-Stakeholder Partnerships and Leveraging of Resources</u>

i) [ADD NARRATIVE HERE]
ii) [ADD NARRATIVE HERE]

<u>Consensus Building and Dispute Resolution</u>

i) [ADD NARRATIVE HERE]

<u>Constructive Engagement with Other Stakeholders</u>

i) [ADD NARRATIVE HERE]

<u>Sound Management and Implementation</u>

i) [ADD NARRATIVE HERE]

<u>Evaluation</u>

i) [ADD NARRATIVE HERE]

VII. Qualifications of the Principal Investigator or Project Manager

[ADD NARRATIVE HERE]

VIII. Quality Assurance Project Plan (QAPP) Information

[ADD NARRATIVE HERE]

APPENDIX E

EJ CPS Activity Timeline Template (optional)

Project Title: ____

Activity	Year 1 (target date)	Year 2 (target date)	Year 3 (target date)

APPENDIX F

Activity Timeline Example – Hypothetical Project

Project Title: Increasing Awareness of Beach Closures to Decrease Toxic and Water-borne Pathogen Exposure

Activity	Year 1 (target date)	Year 2 (target date)	Year 3 (target date)
Collect Baseline Information (Health Information)	▪ Establish partnership with university to obtain access of baseline information from university study (Year 1, Month 2 - 3) ▪ Compile information generated from study into internal database to track performance measures (Year 1, Months 4 - 8)		
Collect Baseline Information (Beach Closure)	▪ Collect beach closure procedures from city, county, and state level (Year 1, Months 3 - 4) ▪ Collect information on the dates of beach closure announcements at the city, county, and state level to do analysis (Year 1, Months 3-9)		
Beach Closure Guidance	▪ Work with current partners to identify potential partners in city, county, state government, public health offices, universities, etc. (By Year 1, Month 3) ▪ Partner meetings on a quarterly basis to discuss how to formulate an inter-agency beach closure guidance. (Quarterly)	▪ Partner meetings on quarterly basis to begin drafting beach closure guidance (Quarterly) ▪ Draft Beach Closure Guidance Document (Year 2, Month 8) ▪ Partner event to announce the status of the Beach Closure Guidance and to go over highlights of the guidance (Year 2, Month 11)	▪ Partner meetings on quarterly basis to refine the document and develop strategies for disseminating information to public (Quarterly) ▪ Final Beach Closure Guidance (Year 3, Month 6) ▪ LCBO meetings on monthly basis to strategize advertising the guidance to public (monthly)
Shellfish Harvesting with Residents	▪ Kick-off event to announce project to generate resident support (Year 1, Month 2) ▪ Advertise the project to gain resident participation (on-going throughout year) ▪ Conduct door-knocking to solicit participation ▪ Start training residents on proper harvesting techniques (Year 1, Month 6)	▪ Coordinate groups for harvesting expeditions (Year 1, Month 1) ▪ Five harvesting expeditions for Year 2 ▪ Generate report and brochures on the findings from lab analysis of the harvested shellfish (Year 2, Month 9) ▪ Plan dissemination strategy to get report out to residents (Year 2, Month 12)	▪ Train residents on the contents of the report (on-going)
Final Report to EPA			▪ Do a reflection piece on the Beach Closure Guidance and Shellfish Harvesting activities as a starting point for final report (Year 3, Month 8) ▪ Consolidate information from both activities for final report (Year 3, Month 3 - 9) ▪ Final meeting with partners to go over accomplishments over the course of project and gain consensus over contents of report

APPENDIX G

EJ CPS Budget Detail Template (Optional)

	Year 1	Year 2	Year 3	Total
Personnel				
Fringe Benefits				
Travel				
Equipment				
Supplies				
Contractual				
Construction				
Other				
			Indirect Costs	
				$100,000

APPENDIX H

	Year 1	Year 2	Year 3	Total
Personnel	▪ Project Manager @ $30,000 annual salary X 10% of time on project = $3,000 per year ▪ Outreach worker @ $25,000 annual salary X 20% of time on project = $5,000 ▪ Community support leader @ $20,000 annual salary X 25% = $5,000	▪ Project Manager @ $30,000 annual salary X 25% of time on project = $7,500 per year ▪ Outreach worker @ $25,000 annual salary X 10% of time on project = $2,500 ▪ Community support leader @ $20,000 annual salary X 10% = $2,000	▪ Project Manager @ $30,000 annual salary X 25% of time on project = $7,500 per year ▪ Outreach worker @ $25,000 annual salary X 15% of time on project = $3,750 ▪ Community support leader @ $20,000 annual salary X 10% = $2,000	$38,250
Fringe Benefits	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $450 per year ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $500 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $500	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $1,125 per year ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $250 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $200	▪ Project Manager 15% of salary (includes medical, dental, life insurance) = $1,125 per year ▪ Outreach worker 10% of salary (includes medical, dental, life insurance) = $375 ▪ Community support leader 10% of salary (includes medical, dental, life insurance) = $200	$4,725
Travel	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.30/mi. X 9 meetings = $67.50 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.30/mi. X 15 times X 12 months = $540 ▪ Travel to regional seminar: Per diem - $30 per day X 2 days = $60; Airfare = $400	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.30/mi. X 15 meetings = $112.50 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.30/mi. X 15 times X 12 months = $540	▪ Local mileage for Project Manager for partner meetings: 25 miles @ $0.30/mi. X 15 meetings = $112.50 ▪ Local mileage for Outreach worker for community outreach efforts: 10 miles @ $0.30/mi. X 15 times X 12 months = $540	$2,373
Equipment	▪ DesignJet 4200 256MB 42in large format scanner for mapping = $10,000	▪ None	▪ None	$10,000
Supplies	▪ 20 reams of copy paper @ $4.00 for outreach materials = $80 ▪ Laptop computer for Outreach worker to work off-site on community $1,000 ▪ Miscellaneous supplies for staff on this project = $500	▪ Miscellaneous supplies for staff on this project = $500	▪ 40 reams of copy paper @ $4.00 for final work product and copies = $1,600 ▪ Miscellaneous supplies for staff on this project = $500	$4,180
Contractual	▪ Consultant for Quality Assurance Project Plan = $3,000 ▪ Bookkeeper/Accountant $10/hr @ 3 hrs/week @ 52 weeks = $1,560	▪ Bookkeeper/Accountant $10/hr @ 3 hrs/week @ 52 weeks = $1,560	▪ Bookkeeper/Accountant $10/hr @ 3 hrs/week @ 52 weeks = $1,560	$7,680
Construction	▪ None	▪ None	▪ None	$0
Other	▪ Sub-grant to Partner 1 = $4,000 ▪ Sub-grant to Partner 2 = $3,750 ▪ Telephone $30/month X 12 = $360 ▪ Postage $900 for outreach materials	▪ Sub-grant to Partner 1 = $4,000 ▪ Sub-grant to Partner 2 = $3,750 ▪ Telephone $30/month X 12 = $360 ▪ General postage = $100	▪ Sub-grant to Partner 1 = $4,000 ▪ Sub-grant to Partner 2 = $3,750 ▪ Telephone $30/month X 12 = $360 ▪ Postage $1,200 final work product distribution	$ 26,530
			Indirect Costs	$6,262
				$100,000

APPENDIX I

Logic Model Template (optional)

PROJECT TITLE: ____

BASELINE INFORMATION:

Resources/Inputs	Activities	Outputs	Short term Outcome	Intermediate Outcome	Long Term Outcome

External Influences

APPENDIX J

PROJECT TITLE: Increasing Awareness of Beach Closures to Decrease Toxic and Water-borne Pathogen Exposure

BASELINE INFORMATION: We plan to collect baseline information by partnering with the local university. They have already begun collecting data on the number of hospital visits made by residents due to eating contaminated shellfish. We also plan to research the number of beach closure announcements made at the city, county, and state level. Our goal is to develop uniform beach closure policies on all levels of government and ensure their consistent application. This baseline information will help us to see how the announcement procedures are improved through this project because the number of inconsistent closure announcements should decrease over time as more coordination at the city, county, and state level is achieved.

Resources Inputs	Activities	Outputs	Short term Outcome	Intermediate Outcome	Long Term Outcome
▪ Staff time ▪ In-kind contributions ▪ Additional grants ▪ Volunteers ▪ Partnering Organizations	Partner meetings to develop beach closure guidance Shellfish harvesting with residents for shellfish sample collection Collect baseline information such as number of hospital visits, the number of beach closure announcements to track the project's performance Identify resources, including financial resources, to continue the work under this project.	Results from the sample collection used to create training materials and brochures A number of agreed upon strategies for implementing the beach closure guidance Beach closure guidance developed through inter-governmental partnerships A number of identified potential funding sources and agreed upon strategies to secure additional funding to continue the project	Increase in # of organizations disseminating information based on uniform beach closure policies of government agencies Increase in # of residents aware of the public health issues associated with subsistence shellfish harvesting	Increased participation by government, public health officials, and other stakeholders to address contaminated shellfish harvesting Decrease in # of residents who harvest shellfish on beach closure days	Lower incidence of toxic and water-borne pathogen exposure Reduction in the number of hospital visits by residents due to shellfish harvesting Improvement in organizational capacity to draw in stakeholders, additional resources, and additional partners to continue work on this project

EXTERNAL INFLUENCES

Low-participation from residents, limited funding, receptive government involvement, positive press coverage about project

APPENDIX K

Office of Environmental Justice
Quality Assurance Project Plan Requirement (QAPP)

Check Yes or No for each of the items provided below as it applies to your specific project.

1. Your project will involve the collection of groundwater, soil, sediment, surface water, air, biota or fauna samples for chemical or biological analysis.

Yes ☐ No ☐

2. Your project will use existing computer databases containing analytical data or personal information previously collected.

Yes ☐ No ☐

3. Your project will use existing historical research pertaining to this project or proposal.

Yes ☐ No ☐

4. Your project will implement deed searches for current property or site.

Yes ☐ No ☐

5. Your project will conduct medical records search for population covered in grant.

Yes ☐ No ☐

6. Your project will compile meteorological data to determine weather trends or air mixing trends.

Yes ☐ No ☐

7. Your project will use existing statistical studies or will conduct these studies as part of the project.

Yes ☐ No ☐

8. Your project will create a new database based on the information gathered.

Yes ☐ No ☐

9. Your project will use this information for litigation purposes.

Yes ☐ No ☐

10. Your project will use this information to make recommendations on environmental decisions.

Yes ☐ No ☐

If you answered **Yes** to any of the items listed above, you **ARE REQUIRED TO SUBMIT** a Quality Assurance Project Plan in accordance with EPA Requirements. You will be contacted with information on how to prepare your QAPP. In the meantime you can visit the website http://www.epa.gov/ogd/grants/assurance.htm which provides guidance on what must be submitted for grants/cooperative agreements.

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